



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PEDIATRICIAN

Class No. 004185

■ CLASSIFICATION PURPOSE

To plan, develop and implement pediatric health programs; to provide medical case consultation; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Pediatrician is a board certified, specialized physician class found only in the Health and Human Services Agency (HHSA). Under direction, this class is responsible for determining medical eligibility, detecting disease, and establishing preventive health practices. Pediatrician is distinguished from other physician classes in that Pediatrician requires specialized training and board certification or eligibility to be certified in Pediatrics.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Acts as a pediatric consultant/expert and general administrator for pediatric programs.
2. Provides diagnostic and treatment services to children in HHSA ambulatory clinics.
3. Evaluates staff work and clinical activities.
4. Makes medical eligibility decisions for the various pediatric programs.
5. Conducts in-service trainings on current pediatric issues and management of pediatric diseases.
6. Trains nursing and therapy personnel in program aspects of medical eligibility.
7. Hires and supervises consulting physicians for medical therapy unit clinics, such as orthopedic surgeons, pediatric neurologists and pediatricians.
8. Evaluates contracted health care providers and determines whether or not to retain a provider serving the Child Health and Disability Prevention pediatric population.
9. Assists Public Health Nurses with case management.
10. Develops medical eligibility guidelines.
11. Writes and updates pediatric management protocols.
12. Conducts quarterly audits of medical charts and performs on-site audits.
13. Provides direct medical supervision to Pediatric Nurse Practitioners and nurses, and indirect supervision over other clinical personnel.
14. Administers program budget(s) and authorizes expenditures for equipment, services and supplies.
15. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- The prevention, diagnosis, and treatment of childhood diseases.
- Infant and child development.
- Neurologically handicapping conditions and pediatric rehabilitative therapies.
- Modern developments in general and pediatric medicine.
- Community resources and their utilization to support child wellness and rehabilitation.
- Ambulatory clinic operations.
- Principles and practices of medical administration.
- Quality assurance principles and methods.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Apply general and pediatric medical principles.
- Conduct in-service trainings and workshops.
- Relate to community health groups and individuals concerned with pediatric medical programs and issues.
- Supervise and train employees.
- Develop policies, procedures, and protocols.
- Communicate effectively both orally and in writing.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Possession of a Doctor of Medicine degree from an accredited medical school AND, six (6) years of medical experience, which must include at least three (3) years of residency in Pediatric Medicine AND three (3) years of experience as a licensed physician engaged in clinical activities.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Possession of a valid license to practice medicine in the State of California at time of appointment.

Applicants must be certified, or eligible for certification in pediatrics by the American Board of Pediatrics.

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

May be exposed to contagious diseases, and violent and abusive behavior. Duties may require frequent travel within the County.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: December 10, 1993**  
**Reviewed: Spring 2003**  
**Revised: June 14, 2004**  
**Revised: October 2005**

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Pediatrician (Class No. 004185)

Union Code: PR

Variable Entry: Y